

## **PROGRAMS AND MAINTENANCE MANAGER**

### **NATURE AND PURPOSE OF WORK:**

Position is responsible for all aspects of a large municipal public athletics program as well as management of maintenance of all parks, tennis courts, swimming pools, and athletic fields. Work is primarily managerial, policy making, and public contact in nature. Incumbent has supervisory responsibility for a large maintenance staff, a small administrative and athletic staff, as well as oversight responsibilities for large numbers of volunteers, officials and coaches, and is performed under the general direction of the Director of Parks and Recreation.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by anyone incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assesses public athletic programs; develops, implements, and supervises programs. Works With boards of neighborhood associations to coordinate athletic programs, establish operating procedures for neighborhood Youth Associations and establish and monitor boundaries for athletic participation. Monitors participant's performance and may conduct training in areas of first aid, concession management, financial management, fund raising, drafting teams, coaching and officiating. Establishes guidelines for City-Parish swimming and tennis programs, and oversees the programs.

Prepares annual budget for parks maintenance division, monitors and approves expenses. Responds to work orders, reports and/or public complaints concerning need for maintenance of recreation facilities. Plans, organizes, and assigns work of a large grounds maintenance program, through meetings with subordinate supervisors and foremen. Meets with consultants, architects and engineers to review plans and progress on capital projects. Inspects work done by contractors or in house. Interviews prospective employees, trains, evaluates and counsels employees as needed.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:**

Thorough knowledge of principles, practices, and objectives of public athletics programs.

Thorough knowledge of the layout, location, and characteristics of the municipal recreational grounds, parks, and facilities.

Considerable knowledge of the rules, requirements, and equipment necessary for the various athletic sports.

Considerable knowledge of recreational facilities and grounds maintenance equipment, procedures, and requirements.

Ability to forecast material requirements, costs, and expenses and to prepare an annual maintenance and athletics budget.

Ability to use computers as related to the area of assignment.

Ability to form and maintain productive work relationships with public, elected officials, employees and athletics participants.

### **DESIRABLE TRAINING AND EXPERIENCE:**

Bachelor's degree in a recreation, physical education, business administration or related field, considerable experience organizing athletic programs and substantial experience in budgeting, planning construction projects, buildings and grounds maintenance, or an equivalent combination of education and experience.